



RELEASE TO CPS ENERGY CHECKLIST

In order to obtain a release from CPS Energy, the required inspections must be passed as indicated on this checklist. To expedite your utility release, Development Services Department (DSD) suggests the following:

- Link your trade permits to the building permit.
- If you obtain your permit online:
 - Provide a detail description of the work you plan to perform
 - Include the suite number in the statement of work (if applicable)

For more information on these inspections, please **contact DSD at (210) 207-1111, Option 0.**

Temporary Meter on Pole (TML)

Construction Trailer only

AP No. _____ Electrical Final

All other construction

AP No. _____ Electrical Final

AP No. _____ Building Permit

Work with CPS Checklist

Residential – can be released without an inspection

Commercial

AP No. _____ Electrical Partial/ Final

Residential TOPS Release*

AP No. _____ Bldg. Foundation/Frame

AP No. _____ Electrical Rough-in

AP No. _____ Plumbing Rough-in and
Top out (or partial
pending installation of
master tub)

Water pipe in slab

Underground waterline

AP No. _____ Sewer – Final

AP No. _____ Gas Rough-in

AP No. _____ Mechanical Rough-in

***Residential and Commercial TOPS Final -
Ensure no outstanding fees on TOPS Permit**

Commercial TOPS Release*

AP No. _____ Bldg. Foundation/Frame

Engineer Letter on file

AP No. _____ Electrical Partial

Rough-in

AP No. _____ Plumbing – Partial

Rough-in and Partial

Top Out

Water pipe in slab

Underground waterline

AP No. _____ Sewer –Final

AP No. _____ Gas-Partial Rough-in

AP No. _____ Mechanical- Partial
Rough-in

Gas Release**

AP No. _____ Mechanical Rough-in
and Final

AP No. _____ Plumbing Rough-in

Top out and Final

Water pipe in slab

Underground waterline

AP No. _____ Gas-Rough-in and Final

AP No. _____ Sewer-Final

Permanent Electrical**

AP No. _____ Electrical-Final

AP No. _____ Plumbing-Final

AP No. _____ Sewer-Final

AP No. _____ Mechanical-Final

AP No. _____ Building-Final

****Gas and Electrical - Ensure no outstanding fees on
ANY permit.**